



Health Services Professional Advisory Committee
 Meeting Minutes
 7 AUGUST 2015
 Teleconference Call



To listen to the 7 AUG HSPAC general body call in its entirety, please call:
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Welcome – CDR Stacy Evans

The meeting was called to order at 1303 EST by CDR Stacey Evans.

Roll Call

A roll call was conducted by LCDR Ghiya and CDR Evans announced that a quorum was present.

HS PAC Voting Members

Name	Attendance
CDR Stacy Evans, Chair	Present
CDR Bobby Rasulnia, Chair Elect	Excused
CDR Todd Alspach	Present
CDR Carlos Bell	Present * CDR Brett Maycock (proxy)
LCDR Francis Bertulfo	Excused
CDR Kelly Brown	Present
CDR Barbara Cohn	Excused
CDR Rhondalyn Cox	Present
CAPT Amanda Dunnick	Present
CDR Travis Fisher	Excused
CDR Malaysia Gresham	Present
CDR Ieshia Jones	Present
CDR Todd Lennon	Present
CDR Kim McIntosh-Little	Present
LCDR Amy Peterson/Strain	Present
CDR Josef Rivero	Present
LCDR Jemekia Thornton	Present
CDR Joseph (Jay) Roth	Present
CDR William Waldron	Excused
CDR Malaika Washington	Excused
LCDR David Young	Present

Ex-officio Members

Name	Role	Attendance
RADM Epi Elizondo	CPO	Absent

LT Monique Worrell Executive Secretary Present
LCDR Neelam Ghiya
Executive Secretary Present

Guests Present (Received from Call Operator)

CDR Carlos Bell
CAPT David Lau
LT David Young
CDR Ieshia Jones
LCDR Joel Nelson
CDR Joseph Rivero
CDR Kimberly McIntosh-Little
LCDR Lamar Henderson
CDR Malaika Washington
CDR Rhondalyn Cox
CDR Todd Alspach
CDR Aimee Williams
CDR Ali Danner
CAPT Amanda Dunnick
LCDR Amy Strain
LT Anca Tabakova
CDR Armando Veltran
LT Ayana Anderson
LCDR Bashay
LCDR Bethany Parrish
LCDR Bonaparte
CAPT Brenda Gearhart
CDR Brett Maycock
LCDR Brian Burt
LCDR Brook
LCDR Camille Mitchell
CDR Carmen Bell
CDR Chris Lim
LCDR Chris Poulson
LCDR Cindy Eugene
LCDR Clifford Coleman
LT Colleen Bosso
CDR Conner

LCDR Daniel
CAPT David Delacruz
LCDR David Lum
LT Desiree McNair
LT Diane Richardson
LCDR Donald Ertel
LCDR Dorinda Ball
CAPT Elise Young
LCDR Erica Murray
CDR Fajardo
CDR Garner
CAPT George Durgin
CDR Helen Cox
LCDR Hurst
CDR Jacinta Smith
LCDR Jamar Barnes
LCDR James Pitt
CAPT Janet Hawkins
LCDR Jemekia Thornton
LCDR Jennifer Bornemann
LCDR Jennifer Smith
LCDR Jennifer Tate
CDR Jeremy Combs
LCDR Jill Breitbach
LCDR Joel
LCDR John Paul
LCDR Jose Pen
LCDR Joseph Newcomb
CDR Joseph Rivero
LCDR Julie Erb-Alvarez
LCDR June Germain
CDR Jyl Woolfolk
LCDR Karen Forbes
LCDR Kimberley Ricketts
LCDR Kimberly Spady-Grove
CDR Kimmie Hudson
LT Leticia Manning
LCDR Lorener Brayboy
CAPT Luanne Rector
CDR Lynda Bishop
LCDR Lynn Field
CDR Malaysia Gresham
LT Marquita Burnett

LCDR Monique Richards
LCDR Monique Worrell
LCDR Myesha Frances
LCDR Newcomb
LCDR Parmley
LCDR Patrick Neubert
LCDR Paula Murrain-Hill
CDR Raquel Peat
CDR Robert Windom
LCDR Ryan Clairmont
LT Ryan Toliver
CDR Samuel Schaffzin
LT Sara Lee
CDR Scott Klimp
CDR Scottie Eppler
CDR Serramo
CDR Shane Sims
LT Shannon Aldrich
LCDR Simleen Kaur
LT Tameika Kastner
LT Tara Dondzila
LT Tara Foley
CDR Tarsha Cavanaugh
LT Thomas Marudo
LT Thuy M Nguyen
CDR Tiffany Edmonds
LCDR Tiffany Talafero
CDR Timothy Pappalardo
LCDR Tomika Bevins
CDR Tracey Branch
LT Tracy Tilghman
CDR Travis Fisher

CPO Report –RADM Epi Elizondo

- N/A

Subcommittee Reports

Awards – CDR Barbara Cohn

Current Activities/Updates –

1. MHS Military Allied Health Leadership Excellence Award has been announced

- a. Award Summary: 4 categories, all HS PAC officers can apply INCLUDING voting members, 4 nominations from HS PAC move forward to PHS award review committee, PHS selects 4 out of all PACs who applied, 4 PHS nominees will compete with all Uniformed Service branches and top 4 will be selected. Awards will be presented at 2015 AMSUS conference.
- b. Award team meeting 7/30/15 to discuss the award and organize volunteers for the review team.

Accomplishments –

1. Completed Garcia, Kissel and Joint Service Award review and selection

Action Items - Action requested from the PAC voting membership at this meeting.

1. Past Joint Service certificates: Army had provided two officers with letters of participation, recommending CPO certificate for eOPF submission.

Action Items - No action requested from the PAC voting membership at this meeting.

Career Development – CDR Kelly Brown

Current Activities/Updates –

1. Coaching on Demand activities have begun. CDS is working with the Mentoring subcommittee for collecting volunteers who would like to participate in the program.
2. On August 6th, CDS will be presenting a webinar focused on HSO's in unique career positions. Dial-in information can be found in the HSO weekly newsletter.
3. CV review activities have begun. CDS is looking for volunteer Officers at O-5 and above to assist with CV review. More information can be found in the HSO weekly newsletter.

Accomplishments –

1. Completed draft of the 2015 Training and Needs Assessment report; CDS leadership is reviewing documentation before finalizing draft.
2. CDS team met with CCHQ/DCCPR to discuss feasibility of directly accessing HSO promotion data characteristics for analysis and interpretation.
3. Continued updates to the CDS section of the HSPAC website; updated the helpful hints document under promotions. Update of the career resource page in-progress.

Action Items – No action requested from the PAC voting membership at this meeting.

1. N/A

Communications – CDR Rhondalyn Cox and CDR Kimberly McIntosh-Little

Current Activities/Updates –

Accomplishments –

1. Continues to work efficiently to support the need to disseminate information to the Category in a timely manner through:
 - Weekly announcements

- Facebook postings
 - Listserv announcements
2. Each Team will be putting together SOPs to sustain continuity
 3. Website updates continue to be made and completed as requested.
 4. Coming soon! – End of the Year Newsletter – details forthcoming

Action Items - Action requested from the PAC voting membership at this meeting.

1. None. One comment – while we understand that information may come through at the last minute, please adhere to the requested timeline for submissions which is 3pm on Wednesday. This allows the Team to ensure that the appropriate reviews can take place prior to the final announcement message compilation.

Membership – CDR Josef Rivero and CDR Jemekia Thornton

Current Activities/Updates –

Accomplishments –

We are pleased to report that we have completed the review of 68 applications for 2016-2018 HSPAC voting membership. This was an unprecedented number of applications. Our diverse category answered the call where we received 60% applications from junior officers and 40% from senior officers. The applications came from 15 agencies and it represented 45% Clinical, 30% and 25% BAS. The goal was to identify 7 new voting members of the 2016-2018 HSPAC Voting Members. The membership subcommittee completed the evaluations of all 68 applicants and the committee deliberated on the results during our recent meeting on July 30, 2015 and finalized the 7 names that will be forwarded to the current HSPAC Voting members for review during leadership close door session. Kudos to all the member of the HSPAC Membership Subcommittee namely CAPT Todd Alspach, CDR Barbara Cohn, CDR Stacey Evans, CDR Malaysia Gresham, CDR Ieshia Jones, CDR Todd Lennon, CDR Bobby Rasulnia, CDR Jemekia Thornton, CDR Malaika Washington, and LCDR David Young for your outstanding performance of extra duty, diligence and dedication in selecting our future leaders of the HSPAC.

Another achievement for the membership subcommittee was the creation of email account solely dedicated to the operation of the HSPAC Membership Subcommittee. The email address is healthservicepacmembership@gmail.com. Only members of the HSPAC Subcommittee have credential to access the account. Furthermore, a secure central data repository was created to store applications for processing, review and evaluation.

Action Items - Action requested from the PAC voting membership at this meeting.

1. Names of the selected 2016-2018 HSPAC Voting Members were forwarded to the current HSPAC VM for their review.
2. After review the next phase is to submit names to the Office of the Surgeon General for approval via memorandum from the CPO to the SG and from the Membership Subcommittee Chair to the CPO.

Mentoring – CDR Jay Roth

Current Activities/Updates –

1. Finalizing the revised and updated HS PAC Mentoring Handbook

2. Completing CPO assigned Career Counseling Sessions
3. Concluding internal improvements to streamline matching and evaluation processes
4. Completing and disseminating a Mentoring Program evaluation report

Accomplishments –

1. Partnered with HS PAC Career Development Subcommittee to provide career/promotion counseling during the USPHS Scientific and Training Symposium
2. Distributed the first volume of the 2015 HS PAC Mentoring Quarterly Newsletter
3. Completed the SOP for the Call to Active Duty Transitional Mentoring Initiative (CADTMI)

Action Items - Action requested from the PAC voting membership at this meeting.

1. Promote officer participation in the Mentoring Program.

Policy – CDR Travis Fisher



HSPAC_Charter_7
August 2015.docx



HS PAC Bylaws
final.docx



HSPAC_Charter_14
May 2015.docx

Readiness – CDR Carlos Bell

Current Activities/Updates –

- CDR Bell, HS Readiness Subcommittee Chair, is the HS PAC representative on the DCCPR Skills Inventory Workgroup
- Finalizing the HSO Deployment Skills and Inventory Report
- Implemented program to contact HSOs with incorrect email addresses in Direct Access
- In the process of updating the HS Readiness website

Accomplishments –

- Conducted the first HS PAC Deployment Skills and Inventory Survey. 722 HSOs responded (55% of PAC)
- HS PAC was ranked the #1 Category for Basic Readiness during the 01 July 2015 official Basic Readiness check by RedDOG, with a basic readiness rate of 95.94%. This is the first time the HS PAC has ranked this high. Thank you to the Subcommittee for their efforts in contacting and assisting officers with their Basic Readiness status.
- Weekly Basic Readiness announcements on the HSO Newsletter
-

Action Items - Action requested from the PAC voting membership at this meeting.

1. None

Recruitment and Retention – CDR Malaika Washington

Current Activities/Updates –

Accomplishments –

1. **Lessons learned handout** – A “HSAAP Lessons Learned” document was developed and posted – it summarizes the best practices shared during the June 2015 HSAAP brownbag. The document is attached, and also available on the HSAAP resource website: <http://usphs-hso.org/?q=pac/sub/recruitment/resources>
2. Retention Survey has closed and the workgroup will begin analyzing the results. It was reported that close to 90 officers participated in the survey.

Action Items - Action requested from the PAC voting membership at this meeting.

1. R&R is currently updating its SOP Subcommittee’s will be submitting their updates by July 31st.
2. An end of the year brown bag is being planned on the topic of PHS career development and coaching, around October 2015
3. Retention Survey has closed and the workgroup will begin analyzing the results.
4. A webinar is being developed to share out with the PAC on results for the retention survey, reasons officers leave the corps, and how the PAC can better serve the needs of officers – this is being tentatively scheduled in the fall (Sept/Oct timeframe).

Report Name: Events Subcommittee Report – LT David Young and LCDR Anita Edwards

Current Activities/Updates –

1. The Events Subcommittee is finalizing its survey that will capture and evaluate innovative ideas and best practices from Health Services Officers and implement them across the Events Subcommittee to increase efficiency of processes, introduction of new ideas, and streamlining of information
2. The HSO Holiday Luncheon Team has started the planning process. More details to follow.

Accomplishments –

1. Successfully coordinated the HSO Category Day and PHS Combined Social at the PHS Scientific and Training Symposium in Atlanta, GA.
2. Submitted the Events’ Subcommittee SOP to the Policy Subcommittee for review and approval.
3. Updated the Events’ Subcommittee section on the HSPAC Website.

Action Items - Action requested from the PAC voting membership at this meeting.

1. N/A

Professional Advisory Group (PAG) Reports – CDR Malaysia Gresham

Current Activities/Updates – Continuing to work with the PAGs on streamlining all processes and also working with the PAC subcommittees to ensure the annual goals of each PAG are being met. See below for specific activities and updates.

Accomplishments – Successfully had every PAG represented during our monthly meetings. Have assisted the PAGs in helping to achieve some of their goals for the year and have facilitated their interactions with the PAC Executive Committee. Worked to update HSPAC Bylaws to include the Liaison Subcommittee

Action Items - Action requested from the PAC voting membership at this meeting.

1. None
- 2.
- 3.

Recruitment and Retention Initiative: Emphasizes the HSO motto “Strength in Diversity” with an OBC initiative

POC: Captain Kay Beaulieu and LCDR Camille Mitchell

What current activities are going on that are meeting these?

1. Corresponding with HSPAC Recruitment and Retention chairs (LCDR Washington and LCDR Henderson) and workgroup to revise brochure to add the PAG specific important information (listserv instructions and PAG specific link, with meeting schedule and call in number) which would keep the new officers in the loop. Will need information from each PAG.
2. Would like to create a “New Officer Contact list” that would be available on the PAG Liaison subcommittee tab. This list along with the revised brochure would be taken to OBC and given to any HSOs in that OBC class.
 - Setting up a welcoming committee and making sure each HSO is being connected to the HSPAC and subsequent PAGs.
 - Opening a HSPAC PAG liaison email account that will serve a permanent POC for questions (placed on HSO brochure to prevent having to update yearly as leadership changes)

Recruitment and Retention Initiative: Streamline and collaborating for the PAG retention and recruitment surveys

POC: POC: Captain Kay Beaulieu and LCDR Camille Mitchell

What current activities are going on that are meeting these?

1. LCDR Camille Mitchell and LCDR Washington have spoken and discussed this for 2016~ look at consolidating the individual PAG surveys and having the PAG submitted “PAG specific questions” for the HSPAC Retention and Recruitment Retention and Recruitment survey.
 - PAGs will work directly with RR subcommittee and the data will be available for the PAG to use
 - Improves retention and recruitment data for the HSPAC overall

Award Initiative: Streamline and clarify award process.

POC: CDR Martin Guardia and LCDR Richard Bashay and on the following projects:

What current activities are going on that are meeting these?

1. Developing Award guidelines to include timelines; # of awards submitted for category day; new awards development procedure. Guidelines will be submitted to CDR Gresham and CDR Williams NLT August 17, 2015.
 - CDR Guardia and LCDR Bashay sent out emails to all PAG chairs in April 2015 with the proposal for developing a timeline.
 - Award Guidelines discussed @ July 17th meeting and will be in the meeting minutes given to all PAG chairs
2. Develop an award's directory
 - Requesting each PAG designate no more than (2) awards for Category Day award ceremony recognition. This is not restricting the PAGs from developing internal awards and having an internal recognition process. This is a cost saving and award luncheon time management initiative for the HSPAC.

Bylaws and Policy Initiative: Facilitating and Assisting the PAGs with their bylaws and policy related issues

POC: CDR Brett Maycock

What current activities are going on that are meeting these?

1. CDR Maycock is working closely with the PAGs and their goals and have developed an Plan of Action and Milestone working document
 - Each PAG has provided CDR Maycock with their bylaw/policy initiative and he has been an invaluable resource between the PAGs and the HSPAC policy subcommittee. The PAGs with bylaws reviews are on track to have their bylaws successfully reviewed by the HSPAC on the timeline provided by Captain Dunnick and CDR Windom
 - Serves as a resource for policy related questions
 - Seamlessly working with the HSPAC Policy Subcommittee on standardizing PAG bylaws and SOPs. This will be a project ongoing into 2016

Mentoring Initiative: Serving as a resource to the HSPAC mentoring subcommittee and the PAGs by facilitating multi-PAG discussions during monthly meeting

What current activities are going on that are meeting these?

1. All information received will be disseminated to CDR Raquel Peat from the HSPAC mentoring subcommittee and vice versa
2. Setting up PAG liaison email account to serve as permanent available POC. NLT August 17th.

Future Multi-PAG Initiatives: Changing the Project Lead model for 2016

What current activities are going on that are meeting these?

1. Shifting from a PAG specific project leads to multi-PAG project lead only will allow PAG liaison subcommittee to move efficiently meeting its goals and objectives (collaboration
 - Will need a Communication and Career Development project lead

July PAG Updates

PHPAG

Top 3 PAG 2015 Initiatives/Goals:

Initiative 1:

To provide guidance and resources to advance the professional development goals of officers in the Public Health PAG disciplines of epidemiology, generalists of public health, policy, health promotion/health education, and global health.

What current activities are going on that are meeting these?

- Resource Guide Development and Dissemination. Expand dissemination efforts for the PHPAG CEU Resource Guide and the Work-Life Balance Resource Guide.
- Coaching on Demand in partnership with the HS PAC Career Development Committee. Dates TBD (Fall 2015)
- Working with D.C. public charter schools to promote the National Prevention Strategy (NPS) by offering engaging educational chats on health topics identified in the NPS that are also of interest for each school.

Initiative 2:

To provide leadership and growth opportunities for officers to enhance their personal and professional goals.

What current activities are going on that are meeting these?

- Generalist will present a webinar on “Navigating your Career in the Corps as a Generalist: Lessons Learned” where they will highlight the career of their most Senior Generalist Track officer CAPT Morfit. This will take place on June 23rd at noon EST.
- Generalist will present a webinar on “Certifications for the MPH Generalist” in the fall 2015.
- Monthly updates on PHS Athletics via PHPAG list serve with the following activities planned: Susan G. Komen 5K in DC 5/9 and Yosemite Half Marathon 10/10.
- CHES/CEU Opportunities (free and low cost trainings) are presented monthly through the PHPAG listserv
- Webinar on Promotion Preparation planned for summer 2015
- EpiC is collaborating with the Epidemiology Interest Group to develop a workshop/brown bag/guideline for officers on how to write a scientific abstract

- EpiC is exploring ideas for the next brown bag, and will likely focus on the Surgeon General's priority areas (e.g., mental health, obesity, and violence)
- EpiC will start sharing epi-related events and conferences with PHPAG monthly for inclusion in the weekly email

Initiative 3:

To maintain recruitment and retention efforts to ensure a robust PHPAG membership and serving the professional development needs of officers in the PHPAG disciplines.

What current activities are going on that are meeting these?

- Preparations will begin in order to solicit nominations for in August 2015
- Global Health Track is the early stages of developing a Mentoring Program to capitalize on global health members' expertise and areas of global work by formulating a mentor program.
- OBC Open House attendance
- Welcome letter to new OBC graduates and introduction of PHPAG Peer-to-Peer mentoring
- Promotion of the PHPAG through print and web materials including the PHPAG brochure, web page, PHPAG Weekly Announcements, and HSO Weekly Announcements

What can the HS-PAC do to assist you with reaching your initiatives?

The HS-PAC can continue to provide exemplary customer service in the way of communications and promotion of PHPAG activities through the HSPAC web page, HSO Weekly Announcements and other mechanisms.

Identify opportunities for cross-PAG, cross-committee collaboration.

Is there a specific deadline?

These are ongoing activities, except where a date is referenced for a specific activity.

BASPAG

Top 3 PAG 2015 Initiatives/Goals:

Initiative 1:

To revise, implement, and approve changes in the BASPAG Bylaws by December 2015.

Initiative 2:

To have all subcommittees to develop Standard Operating Procedures detailing their major functions/formal processes in order to streamline transition of office and accurately capture roles within BASPAG, by November 2015.

Initiative 3:

To assist officers in finding mentors/mentees and to establish a recruitment and retention survey in 2015.

Monthly Updates:
January: Held first meeting January 21, 2015. Committees are in the beginning stages of identifying goals and meeting with previous chairs in order to smoothly transition office.
February: Meeting to be held on February 18 th . Current status of initiatives: 1. Bylaws have been disseminated to voting members for review and input. 2. Committee are in the beginning stages of planning SOPs. 3. Committee are in the beginning stages of planning and hope to gain knowledge and assistance from respective HSO PAC committees.
March: Meeting held on March 18 th . Current status of initiatives: 1. BASPAG Voting members were given a deadline of July 1, 2015 to submit updates/changes to the Bylaws. 2. The Awards Committee submitted a draft of their SOP on 3/25/15 for review. Mentoring Committee provided their SOP 12/15/14. Executive Board is currently reviewing the SOP and awaiting submissions from other committees. 3. Mentoring Committee Chair LCDR Jemekia Thornton will serve as Mentoring Professional Advisory Group Liaison. Committee sent a mentoring announcement to the BASPAG listserv detailing their goals, urging members to visit the HS-PAC Mentoring Program website for additional resources, and offering assistance establishing mentoring relationships.
April: Meeting held on April 15 th . Current status of initiatives: 1. BASPAG Voting members reviewing by-laws and will submit updates/changes by given a deadline of July 1, 2015; 2. The Awards subcommittee submitted a draft of their SOP on 3/25/15 for review. Mentoring subcommittee provided their SOP 12/15/14 which us being used as a template by other subcommittees. Executive Board is currently

reviewing the SOP and awaiting submissions from other committees. 3. Mentoring Subcommittee Chair, LCDR Jemekia Thornton, is serving as Mentoring Professional Advisory Group Liaison. The subcommittee is prepared to assist officers with finding a mentor/mentee match. Recruitment and Retention subcommittee: welcome letter and pamphlets has been submitted to Chair for approval. The subcommittee is working on retention survey and hope it have it ready by June.

May: Meeting held on May 13th Current status of initiatives: 1. BASPAG Voting members reviewing by-laws and will submit updates/changes by given a deadline of July 1, 2015; 2. The Awards subcommittee submitted a final version of SOP to Chair for review. Mentoring subcommittee completed its SOP in Dec 2014. Other subcommittees working on the SOPs and Executive Board is awaiting submissions from them. 3. Mentoring Subcommittee is serving as a liaison with the HS PAC Mentoring Subcommittee's Professional Advisory Group Team. The subcommittee is prepared to assist officers with finding a mentor/mentee match. Recruitment and Retention subcommittee: continued collaboration with HS PAC workgroup lead on Retention welcome Packet and Resource brochure and other R&R activities; and welcome letters and brochures to be sent out to newly graduated Officers from OBC.

June: 1. BASPAG Voting members reviewing by-laws and working on submitting updates/changes by July 1, 2015. 2. The Awards subcommittee submitted a final version of SOP for review and is awaiting final signature. Mentoring subcommittee completed its SOP in Dec 2014. Other subcommittees working on the SOPs and Executive Board is awaiting submissions from them. 3. Mentoring Subcommittee is serving as a liaison with the HS PAC Mentoring Subcommittee's Professional Advisory Group Team. The subcommittee is prepared to assist officers with finding a mentor/mentee match. Subcommittee is finalizing its SOP. Recruitment and Retention subcommittee: continued collaboration with HS PAC workgroup lead on Retention welcome Packet and Resource brochure and other R&R activities; and

welcome letters and brochures to be sent out to newly graduated Officers from OBC. Membership subcommittee is working on creating mechanism to assist PAG Mentoring and Recruitment/Retention Subcommittees efforts

July: 1. BASPAG Voting members reviewing by-laws and working on submitting updates/changes by July 31, 2015. 2. The Awards subcommittee submitted a final version of SOP for review and is awaiting final signature. Mentoring subcommittee completed its SOP in Dec 2014. Other subcommittees working on the SOPs and Executive Board is awaiting submissions from them. 3. Mentoring Subcommittee is serving as a liaison with the HS PAC Mentoring Subcommittee's Professional Advisory Group Team.

Recruitment and Retention subcommittee: continued collaboration with HS PAC workgroup lead on Retention welcome Packet and Resource brochure and other R&R activities; and welcome letters and brochures to be sent out to newly graduated Officers from OBC.

HAPAG

Top 3 PAG 2015 Initiatives/Goals:

Initiative 1:

Promoting career and professional development opportunities, as well as mentoring program(s) for HAPAG officers.

What current activities are going on that are meeting these?

- Career development speaker series (2 installments have been offered to date)
- Officer job shadowing program (slated for 10/2015)
- Resource development on career pathways and progression

Initiative 2:

Enhancing our communication efforts and connectivity with HAPAG members.

What current activities are going on that are meeting these?

- Regular listserv messaging

- Enhancing website/social media (LinkedIn) footprint
- Campaign to identify and engage ALL healthcare administrators in the Corps

Initiative 3:

Building partnerships with other PAGs and fostering collaboration with external stakeholders, including our sister services (DoD).

What current activities are going on that are meeting these?

- Cross-cutting PAG activities (co-sponsored events)
- Engaging American College of Healthcare Executives
- Exploring joint initiatives with healthcare administrators from other services (through AMSUS contacts)

What can the HS-PAC do to assist you with reaching your initiatives?

- Assist HAPAG with marketing, promotion and PAG branding efforts
- Assist HAPAG in working with the Office of the Surgeon General to identify and target all of the healthcare administrators in the USPHS Commissioned Corps
- Enable communication with the Office of the Surgeon General and PAC leadership regarding new and changing PHS policies and current events

Is there a specific deadline?

Not at this time

HITPAG

Top 3 PAG 2015 Initiatives/Goals:

Initiative 1:

Establish HITPAG Strategic Plan Framework

What current activities are going on that are meeting these?

- Reviewing other PAG Strategic Plans
- Considerations to establish a workgroup to assist in the planning

Initiative 2:

Review/Update current HITPAG Bylaws

What current activities are going on that are meeting these?

- Considerations to establish a workgroup to assist in the planning

Initiative 3:

Streamline Subcommittee/PAG Voting membership activities

What current activities are going on that are meeting these?

- Considerations to establish a workgroup to assist in the planning

What can the HS-PAC do to assist you with reaching your initiatives?

Remain available to assist with facilitation with other PAGs if necessary.

Is there a specific deadline?

Not at this time.

SWPAG

Top 3 PAG 2015 Initiatives/Goals:

Initiative 1: DoD right sizing-No social worker left behind

Initiative 2: Career Guidance Mentor Tool

Initiative 3: Policy and Membership will roll out: Voting Membership Model aligning with HS PAC Active 2016. Voting members to be finalized by end of 2015

Monthly Updates:
January: Initiative 1: Continued monitoring and emphasis on mentor/mentee relationships, continued support from our Senior Advisor/CDR Dwayne Buckingham's activities in Washington DC. Initiative 2: Working with Mentoring subcommittee and CDR Malaysia Gresham to educate all PHS social workers about this useful toll to assist and support mentor/mentee process. Initiative 3: Planning will begin for Membership committee to establish and execute elections for voting members by end of 2015 so this process can begin in 2016.
February:
March: Initiative 1: Continued monitoring; no changes. Initiative 2: CDR Gresham continues on-going education efforts. Initiative 3: LT Alexander has a working meeting planned for next Monday, 6 Apr 15
April:

May: January: Initiative 1: Continued monitoring and emphasis on mentor/mentee relationships, continued support from our Senior Advisor/CDR Dwayne Buckingham's activities in Washington DC. Initiative 2: Working with Mentoring subcommittee and CDR Malaysia Gresham to educate all PHS social workers about this useful toll to assist and support mentor/mentee process. Initiative 3: Planning will continue for Membership committee to establish and execute elections for voting members by end of 2015 so this process can begin in 2016. – No new updates

June:

July: Initiative 1: Continued monitoring and emphasis on mentor/mentee relationships, continued support from our Senior Advisor/CDR Dwayne Buckingham's activities in Washington DC. Initiative 2: Working with Mentoring subcommittee and CDR Malaysia Gresham to educate all PHS social workers about this useful toll to assist and support mentor/mentee process. Initiative 3: Planning will continue for Membership committee to establish and execute elections for voting members by end of 2015 so this process can begin in 2016. – Bylaws being updated and plan is underway with policy and membership subcoms. Will call for voting members by Aug 2015 so we can have voting members in place by 2016.

DHPAG

Top 3 PAG 2015 Initiatives/Goals:

Initiative 1:

- Develop SOPs for the PAG

What current activities are going on that are meeting these?

1. Corresponding with CDR Brett Maycock re: HS-PAC PAG Policy on SOP Templates.

Initiative 2:

- All DHPAG subcommittees are to coordinate with respective PAC subcommittees and volunteer
What current activities are going on that are meeting these?

1. All DHPAG Subcommittees have made contact with the HS-PAC Subcommittees and have volunteered.

Initiative 3:

- Communications Committee is working to put together a Newsletter

Initiative 4:

- Career Development Committee is working to obtain CV reviewers and reviewees

What can the HS-PAC do to assist you with reaching your initiatives?

1. Follow-up on if/when SOP templates will be available for use.
2. Confirm HS-PAC Meeting dates and times for Monthly Meetings. Also, confirm whether cancelled Meetings will be rescheduled to a later date during the same month or if the meeting will only occur at the next regularly scheduled meeting date and time.
3. Keep Meeting dates set as scheduled, as a courtesy to HSOs working in clinical and patient-care.

OPAG

Top 3 PAG 2015 Initiatives/Goals:

Initiative 1: Job satisfaction survey

What current activities are going on that are meeting these?

The survey draft was reviewed and no changes were proposed. There is no set date yet when the survey will be sent out.

Initiative 2: Promoting officership and involvement in HS PAC

What current activities are going on that are meeting these?

There was a discussion at the last OPAG meeting from an officer who attended the symposium with information regarding career progression. Optometry attendance at the symposium is generally low and it was discussed whether adding optometry CE would boost attendance. Many officers have difficulty getting approval to attend the symposium.

Initiative 3: IHS optometry website and "Getting to Know You" newsletter

What current activities are going on that are meeting these?

There are 2 getting to know you newsletters submitted, but have not been distributed to date.

What can the HS-PAC do to assist you with reaching your initiatives?

The PAC may be able to provide help towards officers getting approval to attend the symposium. It was unclear why officers were getting denied, but seemed to be coming from IHS area offices. I will attempt to gather more information to see if the PAC can be of assistance.

Is there a specific deadline?

No. Officership and the website are both ongoing initiatives. The survey and newsletter will both be going out in the near future, but without specific deadlines.

Other Updates and Reports

AMSUS – CDR David Lau

- AMSUS Involvement opportunities to meet benchmarks. Especially for officers who missed promotion and are sincerely interested in involvement opportunities. COA and AMSUS are the two most visible conferences for USPHS during the year. AMSUS planning usually ramps up in the second half of the year after COA. Great opportunity for interested officers to get involved.
- International Committee – USPHS should have multilingual members on this committee. It would be great to have members attend AMSUS and have the opportunity to chat with and network with our large international delegation with many different tongues. Also a great opportunity for officers with the respective CMAGs and other languages not covered by a CMAG
- MOLC – Each CMAG – AIANCOAC/HOAC/BCOAG/APAOC should each have a representative on the AMSUS Committee. They can report back to their respective CMAGs and also great involvement opportunity for the right officer(s).
- \$100 Registration Fee – AMSUS is offering a discounted \$100 registration fee for those who do **not need any CME/CE/CEU credit and just wanted to attend**. Full access to the entire conference but cannot sign up for the free JHOC – Joint Humanitarian Operations Course
- For all the students out there, AMSUS offers free registration. Health Occupation Students of America (HOSA) will attend free also.
- JHOC – Joint Humanitarian Operations Course – Free 2 day course occurring 03-04 DEC => All day both days. **Free registration for all full paying registrants**.
- HOSA – Health Occupation Students of America – We will be working with them so they can attend also. An OSG initiative in working with HOSA. They will also be staffing the Rock N Roll 10K

- Rock N Roll 10K – will be occurring on Saturday 05 DEC 2015 in the AM. We will be making this a PHS Athletic Event also. CDR David Lau and LT Angelica Chica will coordinate this as a PHS Athletic Event.
- Other services SGs are already confirmed to attend (Army, Navy, Air Force) in addition to Dr. Jonathan Woodson, the Assistant Secretary of Defense for Health Affairs.
- Working on getting either a MMU exhibit or HHS NDMS display.
- US Southern Command (SOUTHCOM) will be attending in force with 75-100 participants.

JOAG – LCDR Avi Stein

Current Activities/Update – Update on activities previously reported and/or new activities initiated after the last report:

- The next JOAG General Member Meeting will be on April 10th, 2015: 1300 - 1500 ET. [Dial-in Number: 626-677-3000; Access code: 7919605].
- The next JOAG Journeyman Speaker Series will on May 8th: 1300-1400 ET. The topic will be: "USPHS Awards" presented by CAPT Ross Spears. [Dial-in Number: 1-860-970-0300; Passcode 6904646].
- Experience a day of another officer's life at work! JOAG Job Shadowing Program begins open enrollment August 25th and is looking for new junior and senior officers for this exciting career enhancing opportunity. [POCs LCDR Shepherd: Jennifer.Shepherd@fda.hhs.gov and LCDRs Maniwang: Janice.Maniwang@fda.hhs.gov].
- JOAG is recruiting both experienced as well as new junior officers for the JOAG Peer to Peer Network. The purpose of the JOAG Peer-to-Peer Networking Program is to groom all JOAG officers for professional success, facilitate information exchange, and promote camaraderie through peer based relationships. [POC LT Megan Hayden: Megan.Hayden@cms.hhs.gov and LT Omobogie Amadasu: omobogie.amadasu@ihs.gov].
- The JOAG Book Club will be discussing Chapter Two of the PHS Officer's Guide which deals with leadership principles for USPHS Officers on April 30th. Call-in information will be forthcoming on the JOAG listserv.
- If you are not a member of the JOAG listserv, please sign up. Numerous opportunities for Junior Officers are frequently posted.

Accomplishments – Activities completed since the last report:

- The Spring 2015 JOAG Journal issue will soon be published and posted on the JOAG website at <http://www.usphs.gov/corpslinks/JOAG/journal.aspx>.

Action Items – Action requested from the PAC voting membership at this meeting:

- N/A

Adjournment

The meeting was adjourned at 14:55 EST. The next HS PAC All Hands meeting is scheduled for Friday, 4 December 2015, at 1300 EST.

Draft minutes prepared by: LCDR Neelam Ghiya & LCDR Monique Worrell, HS PAC Executive Secretary

Submitted by: CDR Stacy Evans, HS PAC Chair

Reviewed by: RADM Epi Elizondo, Health Services Chief Professional Officer